



JAY DARDENNE  
LIEUTENANT GOVERNOR


**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

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DEPUTY SECRETARY

DESIRÉE W. HONORÉ  
UNDERSECRETARY

**HUMAN RESOURCES MEMORANDUM NO. 2011-007**

**TO:** All Employees of the Office of the Lieutenant Governor (OLG)/ Department of Culture, Recreation, and Tourism (DCRT)

**FROM:** Rikki Nicole David, PHR   
Human Resources Director

**SUBJECT:** New HR Policy #2D-0113 – Computer Usage

**DATE:** February 18, 2011

Attached please find HR Policy #2D-0113 – Computer Usage, which was issued on February 17, 2011.

**All OLG/DCRT employees are required to read the policy and sign the attached Policy Acknowledgment.** Signed acknowledgment forms are due to the Human Resources Division, Attention: Carolyn Montgomery, no later than March 15, 2011.

The new policy and associated acknowledgment form may also be accessed on Channel Z, which is located at <http://www.crt.state.la.us/HR/Policies.aspx>.

Supervisors, please make the policy and acknowledgment form available to your employees who may not have email access.

Should you have questions, please contact the Human Resources Division at (225) 342-0880.

RND:rnd  
Attachments

**Please Post and Circulate**